



USAID | LIBERIA
FROM THE AMERICAN PEOPLE

SOLICITATION NO: Sol: 72066919R00009
ISSUANCE DATE: February 1, 2019
CLOSING DATE: February 22, 2019 5:30 pm
Local Time

**SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC)
“Local Hire” for Private Sector Development Advisor, USAID/Liberia**

To All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Offeror Information for Personal Services Contracts Form - AID 309-2) from qualified U.S. Citizens resident in Liberia to provide services as **Private Sector Development Advisor** under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position is Monrovia, Liberia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Email submissions shall be sent to sbrowne@usaid.gov and jkemah@usaid.gov. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. USAID/Liberia will not consider an extension to the submission deadline for this procurement.

Any questions or comments regarding this solicitation should be in writing and directed to sbrowne@usaid.gov and jkemah@usaid.gov. Only short listed candidates will be contacted.

Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

Robert W. Appiah
Supervisory Executive Officer
USAID/Liberia

USAID/Liberia Mailing Address:
8800 Monrovia PI
Dulles, VA 20189

VACANCY NOTICE

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Offeror Information for Personal Services Contracts – Form AID 309-2) from qualified U.S. Citizens resident in Liberia to provide services as **Private Sector Development Advisor** under a Personal Services Contract, for its Mission in Liberia.

SOLICITATION #: **Sol: 72066919R00009**

OPEN TO: United States (US) citizens or U.S. Permanent Residents
(non-U.S. citizen lawfully admitted for permanent residency)

POSITION: **Private Sector Development Advisor**

OPENING DATE: **February 1, 2019**

CLOSING DATE: February 22, 2019

WORK HOURS: Full-time: 40 hours/week

GRADE/SALARY: Position is classified as GS 13 Equivalent
With an annual salary range (\$75,628 to \$98,317)
Salary is not negotiable beyond this range.

SECURITY ACCESS: Facility Access (USPSCs)

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

BASIC FUNCTION OF POSITION:

The Economic Growth Office's Private Sector Development Advisor will be based in the USAID/Liberia Mission in Monrovia. S/he will serve as a member of the USAID Economic Growth Office (EGO), specifically on EGO's Policy and Private Sector Initiatives sub-team, working to provide private sector program management, and policy advice. S/he will engage in project management (i.e., conceptualizing, designing, and managing implementation) of private sector activities, as well as monitor the performance of activities under his/her management (i.e., review activity budgets; engage in performance reporting; strategic planning). The incumbent will accomplish work related to the conceptualization, design, documentation, and management of private sector development assistance programs and activities. The United States Personal Services Contractor (USPSC) locally hired Private Sector Development Advisor

will work under the supervision of the USDH EGO Office Director or his/her designee.

MAJOR DUTIES AND RESPONSIBILITIES:

The Private Sector Development Advisor will undertake the following duties and responsibilities:

Project Management & Administration (40%)

- Serve as the Contracting Officer Representative/ Agreement Officer Representative (COR/AOR), Alternate COR/AOR, and/or Activity Manager for EGO activities, as requested;
- Activities to include:
 - Policy Dialogue Project
 - Multi-donor effort to Special Economic Zone (SEZ)
 - Financial Inclusion Partnership with Access Bank Liberia
 - Partnership with Catholic Relief Services (CRS) Liberia
 - Private Sector Engagement with International Financial Corporation (IFC).
 - Development Credit Authority (DCA) loan guarantee (supporting 3 banks)
 - Dahlberg Investment Support Program (in collaboration with USAID/ W. Africa)
 - Macroeconomics (unstable exchange rate) short-term consultancy
 - Household Income and Expenditure Survey (HIES)
- Establish and maintain working files on private sector programs. Job duties include ensuring up-to-date maintenance of administrative files and records of relevant programmatic activities in collaboration with the EGO Program Assistant;
- Advise his/her Implementing Partners (IPs) on the preparation of annual work plans, evaluations and program modifications, and encourage timely submissions. Ensure coordination with and between both Mission Monitoring & Evaluation (M&E) and IPs' M&E contacts;
- Schedule and coordinate visits to program implementation sites to assess program performance, including holding meetings with key programmatic partners, stakeholders and beneficiaries in the field. Provide written field trip reports, as required, to monitor progress and to ensure work is progressing in accordance with program plans, Mission priorities, and U.S. Government private sector growth considerations.

Strategic Development & Policy Analysis (30%)

- Provide policy advice to EGO management and the Front Office on private sector issues, including but not limited to: industrial parks, financial sector reform, Information and communications technology (ICT) connectivity, trade policy, public-private partnerships, and infrastructure-related transactions costs.

- Contribute to policy analysis carried out by USAID, other donors, and the Government of Liberia (GOL) conducive to greater private sector competitiveness.
- Coordinate and support new activity design, program evaluations, procurements, and ongoing implementation actions in support of the private sector competitiveness and GOL census/survey data collection activities, including facilitating stakeholder consultations and cross-team collaboration, as appropriate.
- Draft and review scopes of work and independent government cost estimates for new projects, evaluations, special studies or personnel specific to private sector competitiveness and GOL data collection activities;
- Support EGO in carrying out Agency and USAID/Liberia priorities, strategies, and directives related to private sector policy development.
- Provide input into USAID/Liberia's review of private sector-related documentation submitted to USAID/Washington.
- Assist EGO in identifying innovative and best practices for Economic Growth projects designed to promote private sector competitiveness through online research, in-country collaboration, work with USAID/Washington, and in collaboration with the Program Office.
- Contribute to the organization and writing of official planning and performance reports related to private sector activities.

Coordination and Reporting (30%)

- Maintain, in coordination with the EGO Program Assistant, budget documentation, including pipeline analyses and accruals, for activities under her/her management;
- Upload performance monitoring information into the performance and data management system(PIDS);
- Track performance indicators and results for activities under his/her management
- Perform data quality assessments (DQAs) for activities under his/her management.
- Report on advances or changes within the policy environment and issues affecting Liberian livelihoods.
- Maintain close working relationships with the USAID/Liberia Front Office and other USAID support offices (Controller's, Program, Executive Office (EXO), Office of Acquisition and Assistance (OAA) and take initiative in making any recommended changes to programming or approach.
- Maintain productive contacts and working relationships with both public and private institutions. Maintain extensive contacts with the GOL, NGOs and other relevant stakeholders to follow trends in exchange rate fluctuations and other economic developments.
- Liaise with international donors, USG, NGO cooperating agencies and partners, and USAID/W specialists, e.g., in the Africa Bureau.

- Coordinate closely across the Mission to support project synergies and accelerate development advances.
- Support the preparation of events materials, including speeches, talking points, success stories, and press releases for activities under her/her management.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Master's degree in the economics, business administration, economic policy, finance, trade, import and export, private sector development, international development, or a related field. **(10pts)**

b. Prior Work Experience:

A minimum of eight (8) years of prior work experience in project management positions in coordinating economic development, private sector development, finance or business is required. Prior working experience with international organizations or donor is required. The incumbent should have at least five (5) years of pertinent experience in private sector development including formulation and development of policies for creating enabling environment; managing access to finance interventions; leading sectoral studies; and participation in private sector related activity design, implementation and evaluation. Demonstrated experience in establishing relationships with key partners and broad understanding of Liberia's business environment. **(30pts)**

c. Post Entry Training:

Orientation and on-the-job training in all aspects of USAID program management, use of ADS, and Managing for Results. Participation in local and international seminars and workshops. Completion of USAID Introduction to Project Cycle ((IPC) (formerly called Programming in Foreign Assistance) training, Program Development and Management (PDM) training, COR training, EGO-related training, M&E training, and other trainings, as necessary (e.g., PMP, area expertise).

d. Language Proficiency: Level IV, fluent written and oral proficiency in English is required. **(10pts)**

e. Job Knowledge:

Demonstrated expertise in private sector development and/or policy. Knowledge of USAID policies, regulations, and methodologies is preferred. Project management, implementation, design and evaluation skills. The proven ability to identify problems and develop creative solutions. Ability to solve problems in a technically-sound manner. Moreover, the incumbent must have basic knowledge of humanitarian assistance principles; must know the basic norms of English business correspondence; and must be competent in reviewing budgets, reports, and financial data. **(30pts)**

f. Skills and Abilities:

Proven ability to work independently with minimal supervision or guidance is required. H/she must be a self-starter with the ability to respond to clients' needs and to work calmly, tactfully and effectively under pressure as a member of the USAID/Liberia team in addressing these needs. Demonstrated good interpersonal skills, and a demonstrated ability to work effectively in a team environment. Strong analytical, communications, leadership skills and computer management are essential. Should be proficient in standard office computer software (e.g., word processing, spread-sheets and databases), and the ability to use this software for analytical purposes and written presentations. **(20pts)**

Maximum Points Available: 100

POSITION ELEMENTS

a. Supervision Received:

The local hire USPSC Private Sector Specialist will work under the direction of the USDH EGO Office Director or his/her designee. The Private Sector Specialist will develop a personal annual performance plan, in coordination with his/her supervisor, and will be evaluated annually on the basis of the performance plan. The employee handles the work according to governing policies and regulations.

b. Supervision Exercised:

None.

c. Available Guidelines:

USAID's Automated Directives System (ADS), especially Series 200 and 300, USAID Mandatory and Standard Provisions, the FAR and AIDAR, Agency Notices, Initiatives and Directives that emanate from regional or global USAID offices, USAID Mission Orders, Mission strategy, and other donor publications and sector analyses; sector-specific USAID strategies.

d. Exercise of Judgment:

Position requires extensive superior and independent situational assessment, interpretation, judgment and timely decision-making. Originality and creative thinking are required in projecting future sector trends and developments on a timely and accurate basis. Sound and rapid judgments in decision-making are essential when monitoring projects/ conducting site visits in order to resolve problems.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

The incumbent frequently interacts with implementing partners, officials of the Government of Liberia (GOL), development partners and Embassy staff to advance private sector development objectives. The interactions typically involve:
1) Liaising with other Mission staff, contractors, private sector development

professionals, and other partners to ensure the Mission private sector program goals and objectives are realistic and achievable; 2) Developing and maintaining professional contacts with the key GOL and private sector stakeholders actively involved in finance, public private partnerships, entrepreneurship development and employment; 3) strengthening of Micro, Small and Medium Enterprises (MSMEs); and 4) investment promotion to keep them abreast of USG private sector development strategies.

g. Time Requirement to Perform Full Range of Duties:
Six Months.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

BENEFITS & ALLOWANCES

AS A MATTER OF POLICY, AND AS APPROPRIATE AND/OR AS APPLICABLE, A USPSC RESIDENT HIRE IS NORMALLY AUTHORIZED BENEFITS AND NOT ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D.

1. BENEFITS

Employee's FICA Contribution, Contribution toward Health and Life Insurance, Pay Comparability Adjustment, Annual Increase, Eligibility for Worker's Compensation and Annual & Sick Leave

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

- A.** Signed Offeror Information for Personal Services Contracts form-AID 309-2 (forms can be downloaded from: www.usaid.gov/forms/).
- B.** Cover letter: and a clearly typed letter of application.
- C.** A current resume
- D.** Documentation (e.g., essay, certificates, awards, and copies of degrees earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Private Sector Advisor Position

USAID/Liberia, C/O American Embassy Service Entrance,
Gibson Street, Mamba Point, Monrovia

Or by email to: Jamesetta Kemah, Human Resources Assistant, email:
jkemah@usaid.gov and Sylvester Browne, Human Resources Specialist, email:
sbrowne@usaid.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.